



# Chicopee Contributory Retirement System

City Hall, 274 Front Street, Chicopee, MA 01013-2685

Tel: (413) 594-1542 Fax: (413) 594-1544

Posted - September 30, 2021

Deadline for applications – October 22, 2021

## **ADMINISTRATIVE ASSISTANT**

### **Job Description**

- Works under the direction of the Retirement Board along with the Executive and Assistant Director following all Board rules, regulations and policies
- Performs secretarial and record keeping work necessary to discharge the duties of the office and all other related work as required
- Answers the telephones and assists in processing informational requests, prepares office memorandums and correspondence as necessary
- Informs members and retirees of their benefits and rights under M.G.L. Chapter 32 and Public Employee Retirement Administration Commission
- Records and files all new appointments, terminations and leave of absence letters for all members of the retirement system along with pay increases or promotions as received from the Human Resource Department, School Department and Chicopee Housing Authority.
- Helps review municipal and school payrolls to check for new members and for reviewing that the correct deductions are being taken, along with the extra 2% for all members earning more than \$30,000
- Process new members; responsible for receipt of birth certificates, DD214's, etc. when employees become members of our system
- Responsible for veterans buy-backs
- Responsible for researching members' past payroll histories when requested to provide them with the necessary information for purchasing prior creditable service and send out proper correspondence relaying this information
- Responsible for preparing monthly warrants
- Responsible for ordering all office supplies
- Responsible for maintaining forms display and keeping it stocked & updated
- Responsible for mailing and reviewing the yearly retiree affidavits
- Responsible for address changes, beneficiary changes, etc. for all active members
- Process billing for School Department & Community Development for Federal Grants
- Assist the Assistant Director with 1099R mailing forms at the beginning of the calendar year
- Reviews newspaper daily for deaths of retirees and members
- Researches all inactive who have reached the age of 75
- Research all group 4 members reaching the age of 65

- Assists in all special projects such as the mailing of annual statements to the members, newsletters & investment reports, in-active letters, files correspondence when necessary and
- Photocopying, scanning and filing daily
- Replies to all public records request as the Records Access Officer following the Public Records Laws (with the assistance from the Director)
- Coordinates all election activities as the Election Officer following the election guidelines in conjunction with PERAC regulations
- Must be ready and willing to perform all essential duties necessary to assist others in the office

Hours Worked – Monday through Friday  
9:00 a.m. to 5 p.m.

Salary - Starting at \$17.28 per hour

Submit cover letter & resume by mail or email to:

Anna Maria Hamblin, Executive Director  
Chicopee Contributory Retirement Board  
274 Front Street  
Chicopee, MA 01013

[ahamblin@chicopeema.gov](mailto:ahamblin@chicopeema.gov)

The Chicopee Contributory Retirement System is an Equal Opportunity/Affirmative Action Employer.